

Professional and Managerial Branch
Personnel Administration Group
Personnel Series

PERSONNEL ANALYST I

09/89

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs diversified professional personnel work in classification, compensation, salary administration, examination, research and training; performs related duties as required.

EXAMPLES OF DUTIES:

Collects and summarizes data concerning classification, salary studies and testing; prepares class specifications; prepares preliminary allocation of positions to classes; performs desk and field audits of positions.

Conducts research for the preparation and validation of examinations; participates in the administration of written, oral, practical, assessment center and physical agility tests; monitors tests; rates and scores examinations in accordance with established standards; interviews and evaluates job applicant's training and experience; sets up panels for oral or practical tests.

Collects information for the preparation of salary studies and costing of salary schedule adjustments; compiles and analyzes data used in collective bargaining negotiations; conducts exit interviews and research; evaluates and prepares recommendations of personnel programs; performs special studies.

Enters, retrieves and interprets information from ADP systems and personal computers; compiles data for statistical analysis; gathers items for the preparation of handbooks, manuals, bulletins and reports; prepares charts, graphs and diagrams; maintains records and prepares reports; prepares materials and makes presentations; meets with department heads, supervisors and employees to obtain or verify information.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Personnel, Business Administration, Management or Psychology; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Some knowledge of current principles, methods and techniques of personnel administration; some knowledge of research methodology and statistics; some knowledge of the use and care of IBM-compatible personal computers and applications programs.

Ability to plan and conduct research studies; ability to express oneself clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office and field environment; operation of a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head